

TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE
CHAPTER I: ILLINOIS EMERGENCY MANAGEMENT AGENCY
SUBCHAPTER c: ADMINISTRATION AND ORGANIZATION OF
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

PART 301
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

SUBPART A: GENERAL PROVISIONS

Section	
301.110	Purpose, Scope, Applicability
301.120	Definitions
301.125	Waivers, Exemptions, and Exceptions
301.130	Severability
301.140	Multiple County ESDA Consolidation
301.170	Program Requirements

SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

Section	
301.210	Authority
301.220	Initial Analysis and Assessment
301.230	Basic Plan Requirements
301.240	Functional Annex Requirements
301.250	Hazard Specific Annexes
301.260	Other Annexes (Repealed)
301.280	Supporting Plans

SUBPART C: EMERGENCY OPERATIONS PLAN
SUBMISSION AND REVIEW REQUIREMENTS

Section	
301.310	EOP Submission and Review Requirements for Mandated ESDAs and Accredited ESDAs
301.320	EOP Submission and Review Requirements for Non-Mandated ESDAs

SUBPART D: EXERCISE REQUIREMENTS

Section	
301.410	Exercise Requirements for the Emergency Operations Plan
301.420	Exercise Planning
301.430	Exercise Evaluation and Approval for Mandated ESDAs and Accredited ESDAs

- 301.440 Exercise Evaluation and Acceptance for Non-Mandated ESDAs
- 301.450 Waiver of Exercise Requirement

SUBPART E: ACCREDITATION AND CERTIFICATION OF ESDAS

- Section
- 301.510 Accreditation of ESDAs
- 301.520 Certification of Non-Mandated ESDAs

SUBPART F: WORKERS' COMPENSATION ACT AND WORKERS' OCCUPATIONAL DISEASES ACT COVERAGE FOR VOLUNTEERS

- Section
- 301.610 Authority
- 301.620 Eligibility
- 301.630 Procedures for Filing a Claim

SUBPART G: REQUIREMENTS FOR THE EMERGENCY MANAGEMENT ASSISTANCE GRANT PROGRAM

- Section
- 301.710 Purpose
- 301.720 Eligible Applicants
- 301.730 Application Procedures
- 301.740 Allocation Determination
- 301.750 Reimbursement Procedures
- 301.760 Reconsideration of Reimbursement Denial

AUTHORITY: Implementing and authorized by Sections 5(f)(4), (5), (5.5), (5.10) and 10 of the Illinois Emergency Management Agency Act [20 ILCS 3305].

SOURCE: Adopted at 26 Ill. Reg. 3036, effective February 26, 2002; amended at 31 Ill. Reg. 11565, effective July 26, 2007; amended at 42 Ill. Reg. 15933, effective July 31, 2018; emergency amendment at 44 Ill. Reg. 10814, effective June 8, 2020, for a maximum of 150 days; amended at 44 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL PROVISIONS

Section 301.125 Waivers, Exemptions, and Exceptions

IEMA may, upon application or upon its own initiative, grant such waivers, exemptions or exceptions from the requirements of this Part as it determines are authorized by law and will not result in undue hazard to public health and safety or property. Waivers, exemptions, or

exceptions may only be granted for situations that arise from or relate to a federally-declared emergency or a federal, State, or local disaster, or other circumstance beyond the control of the entity seeking the waiver, exemption, or exception, or when IEMA determines that such action would further the policy and purposes of the Act.

(Source: Added at 44 Ill. Reg. _____, effective _____)

SUBPART D: EXERCISE REQUIREMENTS

Section 301.450 Waiver of Exercise Requirement

- a) If an actual disaster ~~or emergency~~ occurs during a jurisdiction's four-year exercise cycle, IEMA, or the county for non-mandated unaccredited ESDAs, has the discretion to waive the requirements of this Subpart. In addition to a letter requesting a waiver, ESDAs shall submit the following documentation as directed by IEMA or the county, but no later than 60 days prior to the application for accreditation or certification:

- 1) ~~Mandated~~ Within 60 days after the EOC is no longer active, mandated ESDAs and non-mandated accredited ESDAs shall submit an After Action Report (AAR) and a Corrective Action/Improvement Plan to their IEMA regional office. In addition, for information purposes only, non-mandated accredited ESDAs shall also submit the AAR and Corrective Action/Improvement Plan to the county in which they reside.
- 2) ~~Except~~ Within 60 days after the EOC is no longer active, except for those non-mandated ESDAs accredited pursuant to Section 301.510, non-mandated ESDAs shall submit an ~~After Action Report (AAR)~~ and a Corrective Action/Improvement Plan to the county in which they reside.

AGENCY NOTE: Prior to an ESDA submitting the required documents for a waiver, IEMA or the county, as appropriate, shall determine which core capabilities will be evaluated to meet the exercise requirement.

- b) The IEMA State Exercise Officer, in conjunction with the respective Regional Coordinator, shall be responsible for evaluating waiver requests for mandated and non-mandated accredited ESDAs. Counties shall be responsible for evaluating waiver requests for non-mandated unaccredited ESDAs. The request waiver and supporting documentation shall be evaluated consistent with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP). The ESDA shall be granted a waiver if it has successfully completed the process including evaluation of the core capabilities identified and required for the specific disaster. ~~The actual response as an exercise shall be approved or accepted in the same manner as an~~

~~exercise is approved or accepted pursuant to Sections 301.430 and 301.440.~~

- c) The IEMA State Exercise Officer and counties shall provide approvals of waiver requests in writing.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

SUBPART E: ACCREDITATION AND CERTIFICATION OF ESDAS

Section 301.510 Accreditation of ESDAs

- a) The following ESDAs are eligible to apply for IEMA accreditation:
- 1) Mandated ESDAs; and
 - 2) Non-mandated ESDAs determined biennially by the IEMA Director, or his/her designee, to have demonstrated justification to IEMA for accreditation eligibility based on the following political subdivision criteria:
 - A) Heightened, greater than average disaster vulnerability;
 - B) An increased need for ESDA services in the political subdivision due to all of the following:
 - i) Population size and concentration;
 - ii) Insufficiency of county ESDA resources to meet the emergency management needs of the political subdivision; and
 - iii) A high concentration of emergency management resources in the political subdivision existing prior to the accreditation eligibility review;
 - C) Evidence that the ESDA coordinator provides to the political subdivision a paid emergency management work effort as coordinator of at least 50% of the political subdivision's standard full-time work week, not including exercise hours; and
 - D) Documentation of the emergency management services provided to the political subdivision by the ESDA, including, but not limited to, documentation of emergency operations plans, training,

exercises, and actual responses, during a minimum of the past 5 years.

- b) For IEMA accreditation, eligible applicants, determined in accordance with subsection (a), shall satisfy all of the following requirements:
 - 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision.
 - 2) Submit documentation of the ESDA coordinator's Notice of Appointment card.
 - 3) Submit evidence that the political subdivision supports a paid emergency management work effort of at least 50% of the political subdivision's standard full-time work week, not including exercise hours.
 - 4) Submit documentation that:
 - A) An ESDA coordinator appointed after January 1, 2002 has completed, within 12 months after the date of appointment, the IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course or courses determined by IEMA to be consistent with or at least as stringent as these courses; and
 - B) After the first year of appointment, or for ESDA coordinators appointed prior to January 1, 2002, the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be consistent with and at least as stringent as the FEMA Professional Development Series. Coordinators may receive credit for up to 24 hours of non-IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the training.
 - 5) Complete an EOP that meets the requirements of Subparts B and C.
 - 6) Conduct an exercise in accordance with the requirements of Subpart D.

7) Complete and submit all current National Incident Management System (NIMS) compliance documents as established by IEMA.

c) The term of accreditation ~~shall be at least~~ is two years but not longer than four years, with beginning and ending dates indicated on the accreditation document issued by IEMA. IEMA may extend an existing term of accreditation as long as the total term of accreditation does not exceed four years. Eligible ESDA applicants may seek accreditation renewal by satisfying the requirements of subsection (b).

d) IEMA shall issue an accreditation document, including extensions of an existing term of accreditation, under signature of the IEMA Director.

(Source: Amended at 44 Ill. Reg. _____, effective _____)

Section 301.520 Certification of Non-Mandated ESDAs

a) Except for those non-mandated ESDAs accredited in accordance with Section 301.510, non-mandated ESDAs may apply to an accredited county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for certification, or to IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located. Each accredited county or multiple county ESDA, or IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located, may issue certification to non-mandated ESDAs located within its geographic boundaries, if the non-mandated ESDAs satisfy the following requirements:

- 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision.
- 2) Submit documentation of the ESDA coordinator's Notice of Appointment card.
- 3) Submit documentation that:
 - A) An ESDA coordinator appointed after January 1, 2002, has completed, within 12 months after the date of appointment, the IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course or courses determined by IEMA to be consistent with or at least as stringent as these courses; and

- 259 B) After the first year of appointment, or for ESDA coordinators
 260 appointed prior to January 1, 2002, the ESDA coordinator has
 261 biennially completed 48 hours of professional development
 262 training, of which a minimum of 24 hours is IEMA-sponsored
 263 professional development training. The IEMA-sponsored
 264 professional development training program shall, at a minimum, be
 265 consistent with and at least as stringent as the FEMA Professional
 266 Development Series. Coordinators may receive credit for up to 24
 267 hours of non-IEMA-sponsored professional development training,
 268 including, but not limited to, emergency management conferences,
 269 independent study courses, college courses or internet courses, but
 270 only if such training is consistent with or at least as stringent as
 271 training in the IEMA-sponsored professional development training
 272 program and is pre-approved for a specific number of credit hours
 273 in writing by IEMA prior to the training.
 274
- 275 4) Complete an EOP that meets the requirements of Subparts B and C that is
 276 reviewed and accepted by the county or multiple county ESDA in
 277 accordance with Section 301.320.
 278
- 279 5) Conduct an exercise in accordance with ~~and evaluation that meets~~ the
 280 requirements of Subpart D ~~that is accepted by the county or multiple~~
 281 ~~county ESDA in accordance with Section 301.440.~~
 282
- 283 b) The certification term shall be at least ~~is~~ two years, but no longer than four years,
 284 with beginning and ending dates indicated on the certificate issued by the
 285 accredited county or multiple county ESDA under signature of the appropriate
 286 jurisdiction ~~accredited county or multiple county ESDA and IEMA.~~ The existing
 287 certification may be extended by the appropriate jurisdiction as long as the total
 288 certification does not exceed four years. The non-mandated ESDA may seek
 289 renewal of its certification.
 290

291 (Source: Amended at 44 Ill. Reg. _____, effective _____)